Permit #F00162326

FilmL.A., Inc.
6255 W Sunset Blvd, 12th Floor
Hollywood, CA 90028
t: (213)977-8600 - f: (213)977-8601
www.filmla.com

## Summary Information

**Permit No:** F00162326 **Type of Permit:** FILMING **Release Date:** 03/06/2020

| | |
|---|---|
| **Production Company** | UNIVERSITY OF SOUTHERN CALIFORNIA |
| **Insured Company Name** | UNIVERSITY OF SOUTHERN CALIFORNIA |
| Contact Phone No. 1 | 213-740-2895 |
| Contact Phone No. 2 | |
| Fax | 213-740-7308 |
| Address | 851 DOWNEY WAY, HSH 300<br>LOS ANGELES, California 90089 |
| **Production Title** | CHIMICHANGA |
| **Type of Production** | Student |

| | |
|---|---|
| **Producer** | Sarah Chow |
| **Director** | Carrie Finklea |
| **1st AD** | Sarah Chow |
| **Production Manager** | Sarah Chow |
| **FilmL.A. Coordinator** | Ramona Jones |
| **Location Manager** | Sarah Chow |
| Primary Phone | Mobile - 510-220-6643 |
| Secondary Phone | |
| **Location Assistant** | Sarah Chow |
| Primary Phone | Mobile - 510-220-6643 |
| Secondary Phone | |

### Fees

| | |
|---|---|
| FILMLA NON-REFUNDABLE STUDENT PERMIT FEE SIMPLE | $26.00 |
| LA CITY DEPT OF REC AND PARKS PARK MONITOR FEE | $380.00 |
| LA CITY DEPT OF REC AND PARKS MONITOR REPORTING FEE | $76.00 |

**Total Permit Fee** $482.00

**Number of Locations** 3

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## Summary Information

## Location



**Permit Number** F00162326
**Production Company** UNIVERSITY OF SOUTHERN CALIFOR...
**Insured Company** UNIVERSITY OF SOUTHERN CALIFOR...
**Production Title** CHIMICHANGA

**Location Manager** Sarah Chow
Primary Phone Mobile - 510-220-6643
Secondary Phone

# This location has been CANCELED

**Location Address** 316 Pico Blvd, Santa Monica, CA, 90405

**Location Type** Restaurant

**Film Dates** 2/29/2020 - 2/29/2020 09:00 - 16:00 1 day

**Open or Closed to the Public** Closed

**Please see attached documents** USC-CHIMICHANGA-STUDENT LETTER.pdf
NO SIGNAGE IN SANTA MONICA.pdf
Guidelines for Use of Parking Lots in the City of Santa Monica.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 9 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 2 |
| Crew | 9 |

**Filming Activities** Location cancelled. As of 2.25 student confirmed that all filming related activity will take place on private property. ;

**Jurisdiction** **Political:** City of Santa Monica **Police:** Santa Monica Police Department **Fire:** Santa Monica Fire Department

**Thomas Guide Page:** 671 **Grid:** F4

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

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## Summary Information

## Location

**Location 2 of 3**



**Permit Number** F00162326
**Production Company** UNIVERSITY OF SOUTHERN CALIFOR...
**Insured Company** UNIVERSITY OF SOUTHERN CALIFOR...
**Production Title** CHIMICHANGA

**Location Manager** Sarah Chow
Primary Phone Mobile - 510-220-6643
Secondary Phone

**Location Address** 4730 Crystal Springs Dr, Los Angeles, CA, 90027

**Location Name** GRIFFITH PARK

**Location Type** Park

**Film Dates** 3/8/2020 - 3/8/2020 07:00 - 17:00 1 day

**Open or Closed to the Public** Closed

**Generic Conditions** **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
All vehicles must be parked on private property
Must comply with attached conditions
Must comply with attached Rec & Park Conditions. Note: No smoking in City Parks unless guided by the Rec & Park Film Office Monitor or assigned Uniformed Fire Safety Officer in designated areas
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with merchant activity.
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

**Please see attached documents** 68306 - GUIDELINES.pdf
68603 - guidelines.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 9 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 2 |
| Crew | 8 |

**Filming Activities** Equipment on property; Exterior Dialogue; Handheld equipment; PARK #68306. ; Filming at West Trail- Mt. Hollywod - Travel Town OBS;

**Jurisdiction** **Political:** Los Angeles City - Council District 04 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 593 **Grid:** J2

**Approvals**

| | |
|---|---|
| LOS ANGELES CITY DEPARTMENT OF REC & PARKS - FILM OFFICE | Jacob Hill |
| LOS ANGELES CITY POLICE DEPARTMENT | Richard Priest |

**Coordinator Note** Park Monitor required from 7am-5pm.

**Parking**

**Base Camp**
Location Type : Filming Location

**Crew Parking**
Location Type : Filming Location

**Parking Notes**
We will park at the parking lot next to the Greek Theater.

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## Summary Information

## Location



**Permit Number** F00162326
**Production Company** UNIVERSITY OF SOUTHERN CALIFOR...
**Insured Company** UNIVERSITY OF SOUTHERN CALIFOR...
**Production Title** CHIMICHANGA

**Location Manager** Sarah Chow
Primary Phone Mobile - 510-220-6643
Secondary Phone

**Location Address** 1129 S Hayworth Ave, Los Angeles, CA, 90035

**Location Type** Private Residence

**Film Dates** 3/7/2020 - 3/7/2020 09:00 - 19:00 1 day

**Open or Closed to the Public** Closed

**Generic Conditions** **THE CONSUMPTION OF ALCOHOLIC BEVERAGES AND THE USE OF DRUGS, INCLUDING MARIJUANA, ON LOCATION BY ANY CAST, CREW, OR INVITED GUESTS IS STRICTLY PROHIBITED.**
All vehicles must be parked on private property
Must Maintain 5' Clearance on Sidewalks/Walkways
Must maintain local/emergency access
No cast or crew parking on area streets
No interference with vehicular or pedestrian traffic
No Parking in handicap spaces at anytime.
No stopping and setting up in residential areas before 7am or after 10pm without prior approval
No stopping or setting up in front of merchants or residents without prior approval

**Please see attached document** USC- 'Chimichanga'- 1129 Hayworth Ave.pdf

**Equipment on Location**

| Type | Quantity |
|---|---|
| Cast/Crew vehicles | 3 |

**Personnel on Location**

| Type | Quantity |
|---|---|
| Cast | 3 |
| Crew | 9 |

**Filming Activities** Camera on sticks; Equipment on property; Interior Dialogue; All activity to take place on private property.;

**Jurisdiction** **Political:** Los Angeles City - Council District 05 **Police:** Los Angeles Police Department **Fire:** Los Angeles City

**Thomas Guide** **Page:** 633 **Grid:** A3

**Approvals** LOS ANGELES CITY POLICE DEPARTMENT Melissa Hernandez

**Parking**

**Base Camp**
Location Type : Filming Location

**Parking Notes**
All vehicles to park on private property.

**Crew Parking**
Location Type : Filming Location

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PRINT NOT

USC School of Cinematic Arts

STUDENT PRODUCTION OFFICE
*Telephone: 213.740.2895*
*Fax: 213.740.7308*
*Email: spo@cinema.usc.edu*

# STUDENT CERTIFICATION

**Falsifying information or using an invalid production number is a violation of the student conduct code. Production numbers may only be used for the class for which they are assigned.**

Date: 02/12/20 (Expires after 30 Days)

This is to certify that Carrie Finklea (NAME OF STUDENT) is enrolled in CTPR 310 (CLASS NO.)

for the Spring (FALL/SPRING/SUMMER), 2020 (YEAR) semester and is engaged in the production of an authorized student project, USC Production Number: 201-310-3019 (PRODUCTION NO. [XXX-XXX-XXXX])

entitled Chimichanga (TITLE OF THE PRODUCTION).

The number of cast and crew members: 1 – 3 / [4 – 10] / 10+ (PLEASE CIRCLE ONE)

The following individuals are members of the crew who are authorized to use this form:

| NAME | POSITION | PHONE NUMBER |
|---|---|---|
| Carrie Finklea | Director | 310-310-9526 |
| Sarah Chow | Producer | 510-220-6643 |
| Jordyn Jones | Director of Photography | 443-762-2109 |

Student productions undertaken by SCA students are for instructional purposes only and are not intended for any commercial use. **USC retains the copyright to the above stated student produced project.**

Student Signature: Carrie Finklea Date: **2/13/20**

---------- **SPO STAFF USE ONLY** ----------

USC ID Number: 8700667015 Number of CREW members certified: 3

Sincerely,

USC SCHOOL OF CINEMATIC ARTS
**STUDENT PRODUCTION OFFICE**

SCHOOL OF CINEMATIC ARTS STUDENT PRODUCTION OFFICE

S.P.O.

Revised 07/18/14

City of Santa Monica
Transportation Engineering & Management Division
Post Office Box 2200, Santa Monica, California 90407-2200

# NOTICE

To: Applicants for Film Permits in the City of Santa Monica

From: Transportation Engineering & Management Division

Subjects: Directional and Other Signs

Use of Temporary No Parking Signs

Please be advised that the posting of advertising, directional or other types of signs in, or visible from, public rights-of-way is prohibited by Chapter 9.52 of the Santa Monica Municipal Code. Any such signs will be removed and destroyed by City forces. And, you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

Temporary No Parking signs are available to facilitate your filming activities from the Public Works Permit Counter. You are responsible for the installation and removal of such signs. You will be provided with a sheet of instructions when you pick up the signs. Temporary No Parking signs must be removed immediately after your film shoot is completed. Any Temporary No Parking signs not promptly removed will be removed by City forces. And you will be charged $59.93 per sign or the actual cost of removal, whichever is greater, for each such sign.

In order to avoid such problems, we respectfully request your voluntary compliance.

Should you have questions, please contact the Transportation Engineering & Management Division at (310) 458-8291 or traffic.engineering@smgov.net.

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# CONDITIONS FOR USE OF PARKING LOTS FOR FILMINGS, PHOTOSHOOTS, AND BASECAMPS IN THE CITY OF SANTA MONICA

****These conditions only apply to production companies approved to use City-owned lots and do not imply permission to use any City lot****

1. Available Lots:
    a. The ONLY lots available for rental are Beach Lots 4 and 5 South, and Beach Lots 1 North through 8 North. There are no exceptions. Requested parking lot(s) must be clearly stated in the base camp/crew parking portion of your Film LA. permit. Applying for a Film L.A permit does not guarantee use of the parking lots. The City of Santa Monica Parking Department has final authorization regarding use of the parking lots. A parking application must be submitted to the Parking Department in addition to the submittal of the Film L.A permit.

2. Space Availability:
    a. The amount of spaces available for purchase can vary depending on the time of year. As a starting point, no production company may rent out more than half the available spaces of any lot. During certain times of the year (i.e. spring break, summer, any other special events, etc.), additional restrictions will apply regarding space availability, if any.

3. Restrictions:
    a. The production company can only use the spaces that have been purchased and reserved for them.
    b. Parking must be finalized no later than 72 business hours before the production date. There will be no adding of spaces after that time or on the day of filming.
    c. The RESERVED area will be set up the night before by the parking operator, usually at 10pm. There is no guarantee that there will be not be any vehicles already parked in the RESERVED area by the shoot date. It is the production company's responsibility to ensure no other vehicles park in the RESERVED area upon possession of the space. The City merely sells the spaces and sections it off.
    d. At no time can the production company extend the basecamp or deny transient parkers access to the parking lot.

4. Basecamps/Reserved Parking:
    a. Production companies must park all vehicles and materials/equipment within their RESERVED event space. Any vehicles parked outside the event space will need to show proof of payment of the Daily parking rate for that individual vehicle or become subject to citation.

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b. Depending on the size and location of the RESERVED area, production companies may be required to pay for any parking spaces used to divert traffic around the RESERVED area. This is to prevent traffic from driving through the RESERVED area and to keep the traffic flowing smoothly within the lot. These spaces are also procured at the RESERVED rate of 3x the Daily rate.

5. Unreserved Parking:
   a. Production companies may purchase UNRESERVED parking for vehicles they wish to park outside their event space. The UNRESERVED parking is the Daily rate of the lot for that specific date and will allow the parker to stay past sunset.
   b. UNRESERVED parking is for the parking of vehicles ONLY. The production company may not use UNRESERVED parking for setting up any basecamp activities such as tents, chairs, wardrobe, generators, storing of materials, etc.
   c. The purchase of UNRESERVED permits requires the production company to pick up the permits from the City parking office, however, payment is still made directly to Film LA.
   d. The UNRESERVED parking permit must be displayed in the vehicle upon entering the lot and must be displayed in the vehicle at all times. Failure to display the permit is subject to citation. UNRESERVED parking is on a first-come, first-serve basis and does not guarantee a parking space in the lot.

6. Pay-Upon-Entry:
   a. Production companies also have the option to Pay-upon-entry at any City facility. This is only for productions that do not need any basecamp or RESERVED parking.
   b. Paying-upon-entry is for productions that wish to have all their vehicles pay at the cashier booth or pay machine upon entering the lot on the day of production.
   c. Production companies are prohibited from purchasing extra spaces to set up any basecamp activity. Paying-upon-entry is simply parking a vehicle and then leaving the lot.
   d. Production companies may inquire with the City of Santa Monica to confirm which City facilities are available for Pay-upon-entry.

7. Cancellation Policy:
   a. Cancellations for RESERVED parking and UNRESERVED parking must be made more than 48 business hours of production date. Cancellations made within this time period will be honored at no cost to the production company.
   b. Cancellations for RESERVED parking and UNRESERVED parking made within 48 business hours will not be honored. NO refunds will be given.
   c. Cancellations for Pay-upon-entry requires no notification as no parking fees are associated with the Film LA permit.

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PARK FILM OFFICE
City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
Telephone: (323) 644-6220 Fax: (213) 847-6056

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## Film Production Guidelines

Welcome to the City of Los Angeles, Department of Recreation and Parks (Department). In our partnership to protect the environmental integrity of our parks the Park Film Office is providing guidelines to ensure a safe and successful film shoot. Please review and provide copies of these guidelines to the appropriate responsible persons. Thank you for the continuous use of our parkland.

- **Ok to film on West trail 3/8/20.**
- **Ok to use easy rig, camera, bounce boards and flags.**
- **Ok to park 4 crew cars and 1 sprinter van behind OBS Gate lower portion.**
- **Walk and talk scene.**
- **Company cannot dig or drill into the park property.**
- **No Basecamp**
- **No catering**
- **No generator**
- **No crew parking.**
- **No alteration to landscape.**
- **Ok to do 2 minute pedestrian control.**
- **Company does not have exclusive use of parks or Lots.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- **Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office. Any special effects that may cause damage to the interior/exterior of cave integrity are not permitted.**
- **Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.**
- **Production companies must provide their own restroom and trash receptacles. The City dumpsters and trash cans cannot be used so all self-generated trash has to be removed and disposed of off-site.**
- **No simulated sex allowed on Park property.**
- **No nudity allowed on Park property.**
- **Film permits do not provide exclusive use of a park or recreation area.**
- Service roads, parking lot driveway access, handicap or electric vehicle designated parking stalls may not be blocked or restricted. Emergency vehicle access lanes must be maintained in parking lots and park streets at all times.
- A 20 Foot unobstructed lane must be maintained between parked vehicles/trailers in all parking lots and Recreation and Parks roadways for emergency vehicle access.

- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible unless prior approval is given by the Park Film Office. This approval will be noted in the permitted guidelines.
- Locked park gates can only be accessed by a Park Film Office Monitor. Security of open gates must be provided by the permitted company. Any equipment that is permitted to stay overnight must be guarded by the permitted company's security group.
- Alterations to natural or manmade surroundings or content of the park are not permissible unless documented in these specific guidelines. The permit holder is financially responsible for all remediation should there be any damage or unauthorized alteration to Department property. The remediation and cost of will be determined by the Park Film Office.
- A Park Film Office Monitor(s) may be assigned to the permitted location. Their job is to ensure guidelines are followed, liaison between park patrons, other City employees and a communication link between Permitee and the Park Film Office for any additional needs or authorizations. When the Park Film Office is closed the Park Film Monitor has the authority and responsibility to modify these guidelines within the parameters given to them by their supervisor. The Park Film Monitor has access 24/7 to contact their supervisors if needed. The Permitee will be required to adhere to the instructions, restrictions and requests given by the Park Film Monitor.
- Smoking: No Smoking unless in designated area
- No smoking on trails.
- Fire extinguisher required for generators on site.
- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

S-162640

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City of Los Angeles, Department of Recreation and Parks
4730 Crystal Springs Drive, (Mail Stop 664)
Los Angeles, California 90027
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# Film Production Guidelines

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- **Ok to film Pote Field 3/9/20.**
- **Ok to set up swing set. No Digging must be secured with sandbags or barrels.**
- **Ok to use 1 cube truck, 6 crew cars, and 3 cast cars.**
- **Ok to use small generator**
- **Generator must be on a concrete base or plywood away from all plant life and vegetation.**
- **Company cannot dig or drill into the park property.**
- **No catering**
- **No alteration to landscape.**
- **Ok to do 2 minute pedestrian control.**
- **Company does not have exclusive use of parks or Lots.**
- **Use of City utilities (water and electricity) is $75 per use, per day and the company will be invoiced by the Park Film Office.**
- **Pyrotechnics, explosions, stunts and special effects may be considered on a case-by-case basis for exterior use only and requires approval by LAFD and the Park Film Office. Any special effects that may cause damage to the interior/exterior of cave integrity are not permitted.**
- **Vehicles and/or heavy equipment are not allowed on turf areas unless prior approval is given by the Park Film Office.**
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- Due to underground plastic irrigation lines and trees having shallow root systems, staking and or drilling into turf, rocks, trees or asphalted areas is not permissible

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- No smoking on trails.
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- Smoking is prohibited on all Department properties. An exception has been made for permitted film production companies to smoke in areas that are designated by the Fire Safety Officer or Park Film Monitor. If a Fire Safety Officer or Park Film Monitor is not assigned to the Permitee there will be no smoking with the exception of an actor smoking while performing or as part of the scene.
- A designated smoking area may not be near any patron activity or facility. Large buckets of sand or water must be placed in this area for disposal of tobacco or tobacco related products. The designated smoking area may be revoked or not allowed depending on weather and location conditions. Failure to comply with the smoking restrictions may result in a fine.

F-162617

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Permit #F00162326

# NOTICE OF STUDENT FILMING

**We, the student filmmakers named below on this form, are planning to film a student production in your neighborhood.** We are applying for all necessary permits and agree to maintain all legally-required liability insurance. Additionally, all personnel required to ensure public safety will be on location. We will abide by all County or City filming rules and any specific guidelines applicable to your neighborhood.

We will make every effort not to disturb you and will treat your neighborhood with the respect it deserves. Thank you in advance for your hospitality and cooperation while we are filming on your street.

When filming on-location in the County or City of Los Angeles, advance notice must be provided to all residents, merchants and/or businesses within a 500 foot radius of the filming location. Exceptional filming activities, such as simulated gunfire, may require us to notify a wider area.

## We will be filming scenes for the following production/project.

| | | | | | | |
|---|---|---|---|---|---|---|
| PROJECT TITLE | Chimichanga | | | | | |
| FILMING ADDRESS | 1129 Hayworth Ave, Los Angeles, CA 90035 | | | | | |
| DATE(S) | March 7, 2020 | | | | | |
| HOURS | FROM | 9am | AM / PM | TO | 7pm | AM / PM |

## Description of scenes & parking:

We will be filming a scene with two characters in the kitchen of the house. A mother and son will be talking and cooki cooking with each other. All parking will be at the house and we will not park on the street.

**** ALL CAST, CREW AND PERSONAL VEHICLES WILL PARK ON (PRIVATE) PROPERTY ONLY ****

## If you have any questions and/or concerns regarding this production, please contact us using the information provided below.

| | |
|---|---|
| Sarah Chow | 510-220-6643 |
| Name of Primary Student Contact | Daytime Phone # |
| University of Southern California/Navid McIlhargey | 310-621-6287 |
| Name of School/Class Administrator | Daytime Phone # |

**You may also contact FilmL.A., the City/County's official film permit coordinator at (213) 977-8600, 24 hours per day, 7 days per week, for assistance.**

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